

**Functional Series 400
Personnel**

INTERIM UPDATE 05-01

SUBJECT: Amendment to ADS 461, Part 1, Foreign Service Employee Evaluation Guidebook, to be included in a future revision of ADS 461

NEW MATERIAL: This IU issues a change to ADS Chapter 461.3.1.4 (b), "Who Is On the AC?."

EFFECTIVE DATE: 01/13/2005

POLICY

USAID/General Notice
M/HR/LER
01/13/2005

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ADS Chapter 461.3.1.4 (b), "Who Is On the AC?" has been amended and is being superceded by the following:

"ACs are established at the beginning of the rating cycle and must include at least three members, not including Rating Officials. Rating Officials who are members of an AC must recuse themselves as members and may not participate in AC deliberations when the AC reviews the AEFs they prepared as Rating Officials and when the AC reviews their own AEF.

At least one member of the AC other than the Rating Official must be familiar with the work of the rated employee whose performance the AC will review. Large Operating Units may establish more than one AC to effectively review all employees.

The Principal Officer for each Operating Unit must establish the AC. The Officer must appoint only U.S. direct-hire career employees or untenured career candidates. Untenured limited, non-career officers will not be allowed to serve on appraisal committees. Administratively Determined (AD) employees are ineligible to serve on ACs. Only one career candidate may serve on the AC and the untenured career candidate officer will not be allowed to serve as the committee chairperson.

It is the responsibility of the Principal Officer of the Mission or operating unit to determine that the service of an untenured officer will facilitate the successful and timely completion of the employee evaluation process."

Point of Contact: Any questions concerning this Notice may be directed to Lynn Mason, M/HR/EM, (202) 712-1286.

Notice 0142

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU4_0501_011805_cd38	01/13/2005	01/13/2005		CD 38	This IU will remain valid until the material in it is incorporated into ADS 461.